

**The Greene School  
BOD Meeting Minutes  
94 John Potter Rd  
West Greenwich, RI  
August 20<sup>th</sup>, 2014 at 7PM**

Open Session:

Call to order at 7:08PM

Members present: Amy Pratt, Jen Sherer, Laura Clavette, Christa Andrews, Paul Morse, Dick West, Gayle Jendzejec, Kelly Presley (8/11 members present- quorum met)

Non- members present: Deanna Duncan (Head of School), Lisa Cash (Business Manager) and Kathleen Van Rijn (potential new board member)

Reading of the mission statement- read by Deanna Duncan

Welcome and introductions

Approval of the June 18<sup>th</sup> 2014 meeting minutes:

- 1. Christa made a motion to approve the minutes from the 06/18/14 minutes with a change of separating Academic Standards committee from the Head of School evaluation team. Paul 2<sup>nd</sup>. All agreed unanimously.**

Old Business:

1. Head of School report
  - a. Ms. Duncan circulated a Head of School report prior to our meeting- these are the highlights from that report
  - b. Student and Staff handbooks
    - i. Did not vote on these as there were no major changes from last year's handbooks, other than the addition of policies that we have previously voted on.
  - c. Graduation requirements- vote
    - i. Two changes
      1. One is remove the NECAP requirement as no longer required or available to high school students.
      2. Ms. Duncan would like to include performing arts and technology in the "2 credits in fine arts" requirement
      3. **Jen made a motion to approve the new graduation requirements/changes based on Ms. Duncan's recommendation. Kelly 2<sup>nd</sup>. All agreed unanimously.**
  - d. Vote on new teaching staff
    - i. New 9<sup>th</sup>/10<sup>th</sup> grade history teacher Logan Bonney, IT teacher and organizer Ryan Hall, new science/math teacher John Wolf, and a new office manager Ivonne Torres.
      1. Short bios of these teachers were in her HOS report
      2. **Paul made a motion to approve all four new staff members, Jen 2<sup>nd</sup>. All agreed unanimously.**
  - e. Green ribbon ceremony in Washington DC
    - i. A student, 2 teachers, Amy Pratt and Ms. Duncan traveled to Washington DC to accept the award at the Green ribbon ceremony- while there they

met with David Cicilline and Sheldon Whitehouse. They also met with Sujeet Rao, special Assistant in US Dept. of Ed Office of Innovation and Improvement. Discussion with Senator Whitehouse went well. He feels we could be a model school for sustainability to all public schools

- ii. US Department of Ed inquired if it would be helpful if they visited our school, perhaps Arne Duncan would visit
  - iii. Dee would like a sign out front designating us as a green ribbon school- Kelly volunteered to help with this.
  - f. Ms. Duncan also mentioned that Emily Lichtenstein will present the EL implementation review and work plan at our September meeting
  - g. Transportation information went out- feedback led to a few new routes
  - h. IDEA money- used to support salaries of our special needs services, such as social worker, speech therapists.....
  - i. We are deemed disproportionate for special education- we need to write a plan of how we will get this number down. By law we are required to have a plan, but the actions are already in place.
    - i. Specific learning disability- is the student getting enough interventions?
    - ii. Students come here with IEP's already in place, we have never started an IEP ourselves in the four years we have been open.
    - iii. In our plan, we have to use some of those funds to create interventions for these students.
2. Finance Committee
- a. In May- we adopted the fiscal management policy. The depreciation policy will be effective in 2017
  - b. Employer contribution non certified employee retirement plan is \$26,000.00
3. Academics Standards Committee report
- a. June 2014 minutes have been circulated and information is also included in Ms. Duncan's head of school report.
4. Facilities Committee report
- a. Letter from URI received declining a lease and now we can move forward freely
  - b. Strategic planning report
    - i. Deadlines have been set for a facility based on our current lease
    - ii. Two letters are being worked on- one to inform families that Alton Jones is no longer a viable option and the other to ask public for donated land
      - 1. Board members and school supporters are asked to circulate the letter looking for donated land and we plan to advertise this need through CPA website, catholic diocese, Schartners family and through the bar association
      - 2. Dee plans to call Joe Dasilva and ask again about empty school buildings in case we are in need of a temporary housing since we need to give Gateway a year's notice of moving out- this would be by June of 2015
5. Fundraising Committee report
- a. Development Committee

- a. Currently working on grant to build capacity of curriculum around food- have the 9<sup>th</sup> graders immediately having interactions with plants and harvesting- want to beef up our gardens and maybe a green house. Another grant possibility centers on wellness: increase the students abilities to go outside , use kayaks, cross country skis
  - b. This would tie directly into our capital campaign
  - c. Betsy is working on building a development committee- recruiting people which would not be a huge time commitment. Subcommittees will be needed to help with events.
- b. Island Foundation grant
  - a. We have received their support again this year with a \$10,000 grant to support the senior Expedition "Our Place by the Sea"

**New Business:**

1. Revised leadership evaluation process ( June 2014)-
  - a. A revised leadership evaluation process for HOS has been circulated prior to the meeting
  - b. Evaluation team should attend learning walks and school events throughout the year, and then starting in June and summer: review HOS self- evaluation and if goals were attained. Goals for next year need to be made. HOS evaluation should be discussed at board meeting in closed session and then the results discussed with the HOS
  - c. **Paul Morse made a motion to approve the changes to the Revised Leadership evaluation process for the Head of School. Dick 2<sup>nd</sup>. All agreed unanimously.**
2. RIDE renewal for 5 years obtained
  - a. We received a recommendation for a 5 year renewal. Lisa and Dee met with Drew Allsop and Nora Meah( from RIDE) to formally go over the renewal. There is a condition around the cash reserves: RIDE would like to see stronger cash reserves. Looking at the audited books, what is the figure and how is it reached? No small charter schools have passed this standard. Dee spoke with Steve Nardelli about conditions and he said he would collect more information but does think most renewals have some conditions and ours is probably a frequent one.
3. It was announced that David Mitchell has resigned from the Board.

**Closed Session:**

**At 8:20 PM- Laura made a motion to enter into Executive session pursuant to RIGL 42-46-5 (a)(1) ( job performance: Head of School performance evaluation)- notice provided to affected individual. Paul 2<sup>nd</sup>. All agreed unanimously**

Lisa Cash and Kathleen Van Rijn left the meeting. Ms. Duncan was invited to stay for the closed session.

**At 8:40PM, Paul made a motion to end closed session. Christa 2<sup>nd</sup>. All agreed unanimously.**

Open session resumed. **Paul made a motion to seal the minutes of the closed session. Kelly 2<sup>nd</sup>. All agreed unanimously.**

No votes were taken in closed session.

**At 8:42PM- Paul made a motion to adjourn the board meeting. Dick 2<sup>nd</sup>. All agreed unanimously.**